

RULE I

MEETING OF THE BOARD:

- SECTION 1: The board shall hold one regular meeting within each quarterly period of the fiscal year, in the months of January, April, July, and October. The board shall hold such special meetings as may be called by the chairman or as provided in Act 282.
- SECTION 2: Unless otherwise provided in the notice for such meetings, all meetings shall be held at Winnfield City Hall Council Chambers.
- SECTION 3: Notice of all meetings, including regular meetings, shall be given by posting such notice in the city hall, not less than five (5) days before the date fixed for such meeting, unless otherwise provided by law. Such notice shall state the time, place, and subject matter to be covered, and whether said meeting is regular or special.
- SECTION 4: Special meetings of the board will be held only upon call of the chairman, or in his absence the Vice-chairman, or as provided by Act 282.
- SECTION 5: All board meetings shall be open to the public, except when the board meets in executive session.
- SECTION 6: All board members must be notified not less than five (5) days preceding all board meetings.

RULE II

SUBJECT MATTER OF MEETINGS:

- SECTION 1: At regular meetings of the board it shall consider all old and new business which may be brought to its attention in the manner hereinafter provided.
- SECTION 2: At special meetings the board shall consider only those items of business for which the meeting was called, except by agreement of a majority of the board members, other matters may be considered.

RULE III

ORDER OF BUSINESS:

- SECTION 1: At regular meetings the order of business shall be as follows:
1. Reading of the minutes
 2. Special and general reports

3. Decisions and orders on matters considered at previous hearings and meetings.
4. New business.

SECTION 2: At special meetings the order of business shall be as follows:

1. Reading of minutes
2. Decisions and orders on matters considered at previous hearings and meetings
3. Hearing of matters previously fixed for the special meeting.

RULE IV

EXECUTIVE SESSIONS:

SECTION 1: The board, if required, will meet in executive session before regular or special meetings, or by majority vote when considering sensitive matters. All voting on matters discussed in executive sessions will be conducted upon return to public meeting.

RULE V

APPLICATION FOR APPEALS AND HEARINGS:

SECTION 1: Any person authorized to appeal to the board under the provisions of the Civil Service Law may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. Application for appeals to the board under the provisions of Sect. 2561 of the Civil Service Act shall be made only by regular employees in the classified service and shall be limited to matters involving discharge, corrective or disciplinary action and the application shall so state. All other request for hearings shall set forth the section of the Civil Service Act under which the application is brought and shall contain a statement of the jurisdiction of the board. All applications for appeals and other hearings must be signed by the applicant or his counsel, if any, and must give the full name and post office address of the appellant and of his counsel.

SECTION 2: No appeal shall be effective unless the above stated notice is filed within fifteen (15) days following the action complained against, or where

written notice is given of an action to be thereafter effective, within the fifteen (15) days following the date on which such notice is given.

SECTION 3: The secretary of the board shall cause the date of filing to be noted on each notice of appeal and shall file said appeals docket, giving the said appeal an appropriate title.

SECTION 4: The chairman of the board shall fix the time and place for the hearing on an appeal and shall give notice thereof to all parties not less than ten (10) calendar days prior to the date fixed. Such date, fixed by the chairman, shall be within thirty (30) days after the receipt of the written request.

RULE VI

PROCEDURE ON APPEALS:

SECTION 1: All hearings on appeals shall be open to the public.

SECTION 2: Parties shall have the right, but shall not be required, to be represented by counsel, who must be duly licensed to practice law within the State of Louisiana. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

SECTION 3: The rules of evidence as applied in civil trials before the courts of this state need not be strictly complied with, but the board shall limit evidence to matters having a reasonable relevance to the issues before the board.

SECTION 4: Parties and witnesses shall be subject to cross-examination as in civil trials. The board looks with favor upon stipulations of undisputed facts.

SECTION 5: The board may, on request of any party or on its own motion, place witnesses other than parties under the rule of the board and thus exclude them from the hearing room.

SECTION 6: Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for appropriate order in writing at least five (5) days before the time

fixed for the hearing.

SECTION 7: The written rules, regulations, and procedures of the civil service board and Act 282 will be the basis of all hearings and appeals.

RULE VII

DISMISSAL OF APPEALS:

SECTION 1: If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon such evidence as may be adduced at the hearing.

RULE VIII

TRANSCRIPTS OF HEARINGS:

SECTION 1: If any party to the hearing desires a permanent transcript of the hearing, he shall furnish a court reporter for said purpose at his own expense. Where a court reporter is furnished, the original of the transcript shall be filed with the board and shall become part of the permanent record of the appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible.

RULE IX

OTHER HEARINGS:

SECTION 1: All other hearings of the board shall be instituted and shall be conducted in accordance with the above and foregoing rules and Civil Service Law in general.

RULE X

APPLICATION FOR ADMISSION TO TEST:

SECTION 1: Test for entry upon promotional and competitive employment lists shall be advertised for and administered in accordance with Section 2552 of the Civil Service Act. Test for entrance upon competitive employment lists may be given as the needs of the service require, and shall be given

after any existing competitive eligible list is fifteen months old and before said list expires. Test for entry upon promotional employment list may be given after existing list is twelve (12) months old and not yet expired.

SECTION 2: Applications for admission to test on board approved forms, will be received by those individuals designated by the board at any time before final date for receiving applications. Approved applicants will be notified at least five (5) days in advance of the date fixed for the exam. Individuals designated to receive applications will forward such applications to the board secretary and shall be kept as a permanent record of the board in accordance with Civil Service Act.

SECTION 3: Promotional and competitive employment lists shall be maintained by the board for eighteen (18) months.

SECTION 4: Admission to tests shall be governed by provisions of Sect. 2553 of the Civil Service Act.

SECTION 5: When results of any examination are furnished to the board by the State Examiner, the chairman shall forthwith call the board for a special meeting for approval thereof. Employment list shall become effective upon approval of and by a majority of the board and filing of the same by the board with the State Examiner.

RULE XI

SELECTION FROM EMPLOYMENT LIST:

SECTION 1: The results of a fingerprint check, FBI and Louisiana Dept. of Public Safety, and physical examination from a doctor's office of the applicants who pass the competitive examination will be presented to the board before the applicant can be selected from the competitive employment list.

SECTION 2: Employees of the classified service under the jurisdiction of the board shall be domiciled with the Parish of Winnfield, State of Louisiana.

RULE XII

DISTRIBUTION OF BOARD RULES:

- SECTION 1: A copy of the board rules shall be distributed to each board member, governing body one (1) copy, fire and police chief one (1) copy, fire and police bulletin boards one (1) copy, and State Examiner one (1) copy.
- SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XIIILEAVES OF ABSENCE AND HOLIDAYS:

SECTION 1: Leaves of Absence--Fire and Police

A. Leaves of absence are classified as follows:

1. Leave of absence with pay
2. Leave of absence without pay
3. Absence without leave and pay

B. Sick leave:

1. All classified employees of the City of Winnfield as of July 29, 1964, shall be eligible for sick leave. Sick leave will be accrued on the basis of one day per month of continuous employment. New employees will not be eligible to use the sick leave until employed for six (6) months.
2. Any employee who has taken sick leave shall file with his immediate superior or delegated representative a certificate stating the cause of his absence and the amount of time taken. Any leave taken in excess of two days must be certified by a registered physician as to the nature of the illness and the necessity for absence. If it is determined that the employee has taken sick leave although no sickness has occurred the value of the absent time will be deducted from the employee's annual vacation time or deducted from his pay at the discretion of his immediate superior. Under no circumstances will the city pay an employee after he has used his accumulated sick leave.
3. Workmen's Compensation Payments:
If an employee's disability is of a nature that he is entitled to workmen's compensation insurance he shall also be entitled to receive

sick leave pay to the extent that sick leave has accumulated provided that the employee shall reimburse the City of Winnfield in an amount equivalent to that received by the employee as workmen's compensation payments. After all accumulated sick leave has been used, the employee shall be entitled to workmen's compensation only.

4. On December 31st of each year the unused accumulated sick leave may be carried forward to the succeeding year.
5. All sick leave shall be forfeited upon termination of employment with the City of Winnfield. Employees shall not be paid for accumulated sick leave upon termination of employment except that employees who retire with at least twenty (20) years continuous service will be considered on leave of absence with pay for all their accumulated and unused sick leave prior to their retirement date.
6. In computing charges against accrued sick leave, deduction shall be made only for work days. If the employee is reimbursing the city with workman's compensation checks, charges of one-half () day for each work day shall be made against employee's accrued sick leave.
7. In the event of a death in the employee's immediate family, (immediate family to include exclusively spouse, mother, father, mother-in-law, father-in-law, sister brother, child, grandparents, brother-in-law, sister-in-law) sick leave may be used for this purpose. A maximum of three days shall be allowed each individual. Actual time allowed will be determined by the circumstances of each individual case and at the discretion of the employee's immediate superior.
8. The provisions of Part 8 notwithstanding, a classified employee shall be entitled to one day per year emergency leave for a death in the employee's immediate family as defined in Part 8 and such emergency leave shall not be deducted from accumulated sick leave.

C. Examinations

Each employee of the classified service will be granted "leave of absence with pay" to take any municipal fire and police civil service examination.

Provisional employees are granted "leave of absence with pay" to take a municipal fire and police civil service examination for the class that they hold provisionally.

D. Jury Duty

Absence because of jury duty is "leave of absence with pay." However, the jury notice must be presented to the chief of the department or the person designated by the chief to receive such notice at least five (5) days in advance of such jury duty. In addition, the employee will be required to turn over to the city all jury fees that he received.

E. District Court Attendance

Attendance in district or city court on departmental business is with pay provided that the attendance is ordered by subpoena or other court order. Should any employee of the classified service be required to be in attendance in court on his off time, such time shall be considered as time worked or on duty.

Each member of the classified service must present to the chief of the department or the person designated by him, any such notice to appear in court at least five (5) days in advance of such court attendance. Copy of such notice shall also be sent to the board.

F. Military Leave with Pay

Members of the classified service who are members of the National Guard or one of the Armed Forces Reserve units are entitled to a maximum of fifteen (15) calendar days annually, for ordered duty. Classification of leave of absence for the forementioned will be "leave of absence with pay."

Each member of the classified service shall give such notice of ordered duty at least thirty (30) days in advance to the chief of the department and this board if known by him. Should the employee be called out on an emergency basis, he should contact his supervisor, the chief of the department, or the person designated by him to receive such notice.

G. Military Leave without Pay

Any member of the classified service called into the Armed Forces, will be carried on military leave without pay until he returns to duty. The employee is required to notify the chief of the department or the person designated by him to receive such notice

and this board when he receives such notice.

Any member of the classified service called into the Armed Forces will be allowed to take whatever annual leave to which he is entitled.

Provisional employees will not be granted a military leave of absence. They shall be required to resign or be dropped from service.

Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee in Section F. Should the employee have used all leave entitled to in Section F, he shall be granted military leave without pay.

H. Personal Time Off

Each member of the classified service may apply to the chief of the department for personal time off when such time off will not exceed two (2) days and this leave is classified as "leave of absence without pay."

Any member of the classified service taking personal time off without applying for same shall be considered as "absent without leave or pay."

I. Maternity Leave

Each female employee regularly and permanently employed in the classified service shall be entitled to a maximum of eight (8) months of leave of absence without pay due to pregnancy when the conditions actually warrant. Any accrued sick leave time must first be exhausted before leave without pay commences. Upon notification of her pregnancy by her doctor the employee shall obtain from the doctor a statement indicating that the employee is capable of performing all the duties of her position or alternatively a statement indicating her inability to perform all the duties of her position. When the employee cannot perform all the duties of her position and light duty is not available for that position then maternity leave must commence. During such leave the employee will continue to accrue seniority but will be ineligible for promotion. The employee shall be returned to the position she was absent from upon her physician's written statement of her ability to perform all the duties of the position.

J. Annual Leave - Fire and Police

1. Amount. All full time classified employees who have worked continuously for more than one (1) year shall be eligible for a paid vacation. For employees with more than one (1) year the vacation shall be one (1) week (seven (7) consecutive calendar days); for employees with more than two (2) years the vacation shall be two (2) weeks (fourteen (14) consecutive calendar days); for employees with more than ten (10) years the vacation shall be three (3) weeks (twenty-one (21) consecutive calendar days); for employees with more than twenty (20) years the vacation shall be four (4) four weeks (twenty-eight (28) consecutive calendar days); for employees with more than twenty (20) years the vacation shall be five (5) weeks (thirty-five (35) consecutive calendar days.)
2. Approval and Scheduling. The time of all vacation periods must be approved by the mayor and department head, thirty (30) days in advance of the vacation. Vacation time is not cumulative. Vacations will be taken in no less than seven (7) consecutive day increments and will begin on Monday. Exceptions to this rule will only be for extreme emergencies; to be determined by the mayor and department head.
3. Forfeiture of time. Employees voluntarily leaving employment forfeit vacation period not taken and must re-qualify by one (1) year's continuous employment to be eligible again for vacation.
4. Temporary employees. There shall be no vacation time for seasonal employees, part time employees, or temporary employees.
5. Shift Workers. Those shift workers who accumulate holiday vacation days will take these days at the end of their regular vacation time.

K. Holidays

All classified employees shall be eligible for holiday pay. Pay will only be paid to those employees who work on these days listed:

1. New Year's (January 1)
2. Memorial Day (May 30)
3. Independence Day (July 4)
4. Labor Day (September---1st Monday)

5. Armistis Day (November 11)
6. Thanksgiving Day (November---4th Thursday)
7. Christmas Eve Day (December 24)
8. Christmas Day (December 25)

All classified employees will be granted one day of vacation for each listed holiday falling on such employee's regular day off. Such extra day's vacation will be taken by such employee in each year succeeding the year in which the extra vacation days are earned and credited.

L. Leave for Specialized Disaster Service Volunteer

1. Any employee who is a trained disaster volunteer of the American Red Cross may be granted leave from his regular work assignments, with pay, and without loss of seniority, annual leave, sick leave, or earned overtime or compensatory time accumulation, for any period not to exceed fifteen (15) work days in any twelve (12) month period, to participate in specialized disaster relief services for disasters designated at Level III or above in the American Red Cross Regulations and Procedures.
2. Leave may be granted upon written request of the employee to the appointing authority which shall include certification of the employee as a trained American Red Cross disaster volunteer, the nature and location of the disaster, anticipated duration of the leave, nature of services required, certification by an official of the American Red Cross that the employee's services are needed, and the identity and title of the official of the American Red Cross to whom the employee is to report.

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